ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 1: SELECT SYSTEMS TO BE EVALUATED

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
1.1	Consult the appropriate Agency (CIA) and Price Waterhouse personnel to identify possible systems/packages to evaluate.	
1.2	Develop a list of prospective systems/packages to be evaluated. Address: o System/package status (e.g., implemented, design in progress) o Available support from owner agency/vendor	List of Possible Sytems/ Packages to be Evaluated
1.3	Draft the initial contact letter to be sent to selected agencies and vendors. The letter should, at a minimum, address the following: o A brief background statement describing our overall objective o A specific statement concerning the nature of the request (e.g., complete a questionnaire, conduct an on-site visit) o Planned dates for site visits, RFI distribution and completion, etc. o A point of contact	Initial Contact Letter
1.4	Submit a draft of the Initial Contact Letter to OF, OP and OIT personnel for review, approval and mail-out.	

ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 2: DEFINE THE NEW SYSTEM

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
2.1	Identify the functional requirements of the new retirement system for both overt and covert employees. Consider the objectives of the system when identifying the requirements. Include the requirements for: o Pay period deductions o Annuity payments o Thrift Fund maintenance	Functional/Information Requirements Summary
2.1.1	Identify the main outputs, inputs, files and source documents. Include: o Possible sources o Potential users o Frequency	Functional/Information Requirement Description
2.1.2	Identify system interfaces. Include: o Type (automated or manual) o Timing	Functional/Information Requirement Description
2.1.3	Identify major constraints and concerns. Consider: o Security o Control o Organizational issues	Issue Resolution Issue Resolution Log
2.1.4	Identify the major processing functions.	Functional/Information Requirement Description Request For Change

<u>ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT</u>
<u>TASK 2: DEFINE THE NEW SYSTEM (cont'd.)</u>

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
2.1.5	Describe the detailed procedures associated with each major processing function. Include the data required to support each procedure.	Structured Process Specifications
2.2	<u>Review the functional requirements of the new retirement system with the OF Working Group.</u>	

ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 3: ESTABLISH EVALUATION CRITERIA

SUBTASK/STEP	DESCRIPTION	WORK PRODUCT/DELIVERABLE
3.1	Identify the functional requirements to be evaluated.	System Requirements Work-sheets
3.1.1	Using the results of Task 2, identify the specific functional requirements, for all overt employees, to be used in evaluating selected systems/packages.	
3.1.2	Delete all references to specific functional requirements for all covert employees.	
3.1.3	Identify the major processing categories into which each requirement will fit.	
3.1.4	Prepare the preliminary System Requirements Worksheets for use in conducting the detailed evaluation.	
3.1.5	Review the System Requirements Worksheets with the OF Working Group.	
3.2	Document the planned operating environment.	Summary of Planned Operating Environment
3.2.1	Document the planned hardware configuration.	
3.2.2	Document the planned software configuration.	

ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 3:   ESTABLISH EVALUATION CRITERIA (cont'd.)

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
3.3	Identify the system/package features to be evaluated within the following evaluation categories: o Technical efficiency o Maintenance/Support capability o Documentation o Security and audit controls	System Features Worksheets
3.3.1	Identify detailed system/package features to be evaluated.	
3.3.2	Prepare the preliminary System Features Worksheets for use in the detailed evaluation.	
3.3.3	Review the preliminary System Features Worksheet with OF, OP and OIT personnel.	

ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 4: PREPARE DETAILED SPECIFICATIONS

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
4.1	Identify the functional requirements being performed by the current system.	
4.1.1	Identify the main outputs, inputs, files and source documents. Include: o Possible sources o Potential users o Frequency	Catalogue of Reports and Documents
4.1.2	Identify system interfaces. Include: o Type (automated or manual) o Timing	Functional/Information Requirement Description
4.1.3	Identify the major processing functions.	Functional/Information Requirement Description
4.1.4	Determine the detailed procedures associated with each major processing function. Include the data required to support each procedure.	Structured Process Specifications
4.2	Prepare the detailed specifications for those new requirements which impact the current system.	Detailed Specifications

ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 5: PREPARE REQUEST FOR INFORMATION (RFI) PACKAGE

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
5.1	Prepare questionnaires to obtain detailed information on each system's/package's: o Hardware configuration o Software configuration o Functional capabilities o Technical efficiency o Security and audit controls o Documentation	RFI Questionnaire
5.2	Draft the RFI cover letter which, at a minimum, includes: o A brief statement of our overall objectives o A specific statement concerning what assistance is being requested o A summary of the RFI package contents o The date by which a response is desired o A point of contact	RFI Cover Letter
5.3	Submit the RFI package to OF, OP and OIT personnel for review, approval and mail-out.	

ACIS SINGLE RETIREMENT PLAN REQUIRMENTS DEFINITION PROJECT
TASK 6: CONDUCT DETAILED COMPARATIVE EVALUATION

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
6.1	Conduct review of documentation submitted by the selected agencies and vendors.	Updated System Requirements Worksheets
6.2	Review the evaluation results with OF, OP and OIT personnel and obtain approval to proceed.	
6.3	Determine any additions/changes to existing computer equipment or system software required to support each system/package. Indicate the impact on: o Computer configuration o System software o Payroll personnel o Operations personnel	Summary of Impacts on Current Agency Payroll System
6.4	Identify system/package capabilities not required but of some potential use.	Summary of Additional Baseline System Capabilities
6.5	Evaluate effectiveness of input, processing and output controls. Review controls relating to: o Input transactions o Data validation o Processing o Output report balancing o On-line security	Updated System Features Worksheets

ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 6:   CONDUCT DETAILED COMPARATIVE EVALUATION (cont'd.)

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
6.6	Conduct site visits to selected agencies and users of the commercial software packages being evaluated.	Site Visit Worksheet
6.6.1	Evaluate each system/package in terms of: o Implementation experience o Its appropriateness to the environment in which it will be used	
6.6.2	Evaluate technical system design effectiveness. If system/package documentation and source code are available, review: o System design o Program structure, including modularity o Program coding techniques o Effect of design on implementation costs o Effect of design on operating costs o Effect of design on future maintenance costs	
6.6.3	Evaluate system/package documentation. Analyze for: o Completeness o Ease of understanding o Ease of use	
6.6.4	Observe all facets of the system/package in operation.	

ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 6: CONDUCT DETAILED COMPARATIVE EVALUATION (cont'd.)

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
6.7	Conduct telephone interviews of users of the commercial software packages being evaluated.	User Interview Worksheets
6.7.1	Prepare User Interview Worksheets	
6.7.2	Summarize the experience of current users of the software packages being evaluated.	
6.8	Estimate the level of effort required to incorporate mandatory features and requirements not available in each system/package evaluated. Include the level of effort required to : o Convert existing data files o Conduct systems acceptance testing o Conduct user/operation training o Tailor system documentation	Level of Effort Estimates For Baseline System Modifications
6.9	If applicable, estimate the costs for any additional computer equipment/system software.	
6.10	Prepare the Baseline System Evaluation Summary Worksheet.	Baseline System Evaluation Summary Worksheet

ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 7: APPRAISE SELECTED VENDORS

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
7.1	Complete profiles of the vendors' business history. Include: o Age o Dollar sales volume o Number of development and support staff o Number of customers o Financial reports	
7.2	Evaluate vendors' local service support capabilites. Consider: o Availability of equipment backup o Level of implementation assistance o Commitment to future product enhancements o Number and expertise of local support staff	
7.3	Outline one-time purchase and continuing annual costs.	
7.4	Prepare the Vendor Appraisal Summary Worksheet.	Vendor Appraisal Summary Worksheet

ACIS SINGLE RETIREMENT PLAN REQUIREMENTS DEFINITION PROJECT
TASK 8:   PREPARE REPORT TO MANAGEMENT ON FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

SUBTASK/ STEP	DESCRIPTION	WORK PRODUCT/ DELIVERABLE
8.1	Complete the Report to Mangement on Findings, Conclusions and Recommendations. Include: o Work performed o System/package evaluation detail and results o Current user comments and site visit results o Estimated level of effort	Report to Management on Findings, Conclusions and Recommendations
8.2	Submit the Report to Management on Findings, Conclusions and Recommendations to OF, OP and OIT personnel and obtain approval.	
8.2	Assess the impact of the requirements for annuity payments and Thrift Fund maintenance on the current retirement procedures. Include the impact on: o Automated resource requirements o Staffing requirements o Space requirements	Impact Analysis of New System
8.3	Submit the Impact Analysis of the New System to OF personnel and obtain approval.	